



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE CUSTODIAN
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6 - SUB - 37
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8883
BARGAINING UNIT:	SUB C

SCOPE OF RESPONSIBILITIES

Temporarily replaces normally assigned custodian, as required, to provide efficient, quality cleaning (housekeeping) tasks for school/office buildings under supervision in accordance with established standards and methods.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cleans offices, classrooms, restrooms, corridors, windows, walls, etc., in accordance with established procedures
 Uses/operates vacuum cleaners, floor machines, wet/dry pickups, etc.
 Follows proper usage instructions and dilutions ratios of cleaning chemicals and custodial products
 Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff
 Assumes responsibility for the care and cleanliness of tools and equipment assigned for use
 Works willingly in different assigned locations and provide own transportation to the work site
 Follows written instructions
 Completes all trainings and other compliance requirements as assigned and by the designated deadline
 Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Ability to perform basic commercial cleaning (housekeeping) tasks and use/operate commercial cleaning equipment
 Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace